

Lauretta Cortez

2/4/12

Everything I use in my classroom that is not hardware (*I teach" Technology Exploration" which means the Microsoft Office applications*):

Zangle – Teachers use this program for the grade book, attendance, and reports.

Zangle Front Office – a database program with all students and teachers at our school. I use this program mostly in my roles as Testing Coordinator, EL Facilitator, and GATE coordinator.

Windows XP

Microtype Pro – Students use this the first two weeks of the semester to learn keyboarding.

Microsoft Office 2010 – The applications I teach are Word, Excel, PowerPoint, and Publisher. I use these programs also to write lessons, keep spreadsheets of students for state testing, make presentations for staff meetings, etc.

Outlook Express – for district email

Internet Explorer - browser used both by me and the students.

Goals: Since we just upgraded to Microsoft Office 2010, I am learning as I teach. My goal is to learn more tips and tricks for ease of use, to solve problems the students might encounter, and to become a more proficient user.

- In Word, I just learned to create a customized, reusable header which seems like a small thing but can be a real time saver.
www.computerhope.com/tips/wordtips.htm
- In PPT, I always have trouble with the animation timings so I am learning how to fix those more efficiently.
<http://www.microsoft.com/atwork/skills/presentations.aspx>

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Certification levels: The MOS Certification isn't something I had considered before but after looking into it, maybe I will pursue it (but after I finish my dissertation!).